

**Council Meeting**  
**September 12, 2016**  
**7:00 p.m.**

The regular meeting of Mayor and Council was held on the above date and time with Council members Carrow, Dias, and Fletcher present with Mayor Letterman presiding. Ms. DeBenedictis was excused from the meeting by the Mayor. Town Foreman Hurlock, Sgt. Scott, Recording Secretary Sue Muncey, Les Bartlett, Sandra DeLane, Walter Q. Sellers, and John Treadwell were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mr. Dias led the Pledge of Allegiance.
3. **Approval of Minutes** –

*Mr. Dias made a motion to approve the Town Council Meeting minutes of August 8, 2016, the Budget Meeting of August 15, 2016, the Police Committee Meeting of August 17, 2016, the Street Committee Meeting of August 18, 2016, the Special Council Meeting of August 29, 2016, and the Budget Meeting of September 6, 2016 in written form. Mr. Fletcher seconded the motion. Motion carried unanimously.*

4. **Approval of Income and Expense Report** –

*Mr. Fletcher made a motion to approve the Income and Expense Report. Mr. Dias seconded the motion. Motion carried unanimously.*

5. **Communications** – Mr. Letterman read the Communications. A note from Patricia Hall thanking the Town Crew for a job well done. Two Applications for Parades and Assemblies License for the Clayton Railroad Days Festival Parade on October 22, 2016. An Application for Parades and Assemblies Licenses for the Clayton Fire Company Fire Prevention Open House on October 3, 2016. Both were approved by the Chief of Police.
6. **Report of the Chief of Police** – No Report
7. **Report of the Town Foreman** – No Report
8. **Report of the Town Solicitor** –  
Mr. Chambers was excused from the meeting.
9. **Report from Inspections/Enforcement** – No Report

## **10. Reports from Members of Council**

- a. Report from Electric Committee** – Mr. Hurlock stated we had a record month for use in August. Tree trimming (line clearing) will run into next year.
- b. Report from Street Committee** – Mr. Fletcher stated the paving at Clayton Avenue and Duck Creek Road is about to begin. Mr. Letterman asked Mr. Hurlock about Rodney Street. Mr. Hurlock did not know at this time when the paving would take place. He has a call in to the Senator's office.
- c. Report from Water & Sewer Committee** – No Report
- d. Report from Equipment Committee** – Mr. Hurlock stated the big dump truck is out of service.
- e. Report from Personnel Committee** – Mr. Letterman stated no report. Mr. Carrow was absent at the time of the report. When Mr. Carrow came in he stated Sue sent him a couple of items for discussion and information is coming back on the handbook.
- f. Report from Police Committee** – Mr. Dias stated they are keeping busy and the police contract needs to be discussed.
- g. Report from Budget Committee** – Mr. Fletcher stated a Budget Meeting was held on September 6. Everyone's wish list was given. It is crunch time. We would like to have the budget completed in November. The next Budget Meeting is October 4, 2016 at 6:00 p.m. Mr. Letterman stated Budget Meetings are open to the public. He wanted that noted for the record.
- h. Report from Economic Development Committee** – Mr. Carrow stated the last meeting was cancelled due to not having a quorum. The next meeting is scheduled for September 28, 2016 at 6:30 p.m. to finalize the decision on the clock.
- i. Report from DEMEC** – Mr. Letterman stated there was no meeting in August. The yearly dinner is next week. Mr. Hurlock stated DEMEC is very busy. DEMEC has two turbines and DNREC is giving them a hard time about the emissions. We had the largest month in electric usage.
- j. Report from Board of Adjustments** – No Report
- k. Report from Planning & Zoning Committee** – Mr. Hurlock stated they are discussing the sign ordinance and the Comprehensive Plan. They want to do one at a time. They will be doing the Comprehensive Plan first since it is State mandated.

## **I. Appeals Board – No Report**

### **11. Unfinished Business – No Unfinished Business**

### **12. New Business**

- a.** First Reading – An Act to Amend Town of Clayton Ordinance Section 2.2-5 – Ordinance Regulating the Keeping of Pets within the Town of Clayton. Mr. Letterman read the ordinance changes in its entirety. The second reading will be read next month. Mr. Letterman stated the pet ordinance is being updated to follow the Planning & Zoning Ordinance so livestock is not within town limits.
- b.** Discussion/Vote on a Handicap Parking Space at 405 West Street. Mr. Fletcher stated Mrs. Pepeta sent a letter to the Town requesting a handicap parking space for her husband who is paralyzed in a wheelchair. Chief Hill was in agreement with this request. Mr. Hurlock agrees to put up a sign and paint the space. Mr. Fletcher stated anyone who is handicapped can park there. Mr. Letterman stated this was recommended by the Street Committee.

*Mr. Dias made a motion to accept putting a handicap parking space in front of 405 West Street. Mr. Carrow seconded the motion. Motion carried unanimously.*

### **13. Public Forum –**

- a.** Mr. Bartlett – Stated there is a large amount of skunks at night. Is there anything we can do? Mr. Letterman stated as a citizen of the town he has also seen this. There is a person feeding the skunks. He has made inquiries. He was told we can catch and release them. It is on our radar. He reached out to DNREC and the SPCA does not handle. He recommended not leaving food out.
- b.** Walter Sellers – He had a utility question. He stated he pays his utility bill by check. It is hard to get in during office hours. They charge to pay on-line. Can you have additional hours? Mr. Letterman explained the process of the Public Forum. We normally do not respond in the Public Forum. You may request to be put on the agenda with your question and we will be prepared to answer your question during the Council Meeting. Mr. Letterman stated the on-line fee the Town does not receive. That is a credit card fee charge. The drop box is available at the front door for after-hours payments.
- c.** Sandra DeLane – Thanked Jeff for taking care of the grass issue and Sgt. Scott for going to the neighbor's house. She is still having issues with the people cutting the grass. She has pictures.

**14. Adjournment** – Mr. Letterman asked if there was any further business. He asked for a motion to adjourn.

*Mr. Dias made a motion to adjourn the meeting. Mr. Fletcher seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:24 p.m.*

Recording Secretary,

Sue Muncey